Job title: Policy Liaison
Reports to: Policy Director
General Description: To advance the values and goals of the Culver/Judge Administration by furnishing advice to the Governor's Office staff on political and legislative implications of the practices and policies of executive branch activities.

Job Duties

- o Work with the policy staff, Governor, Lt. Governor, and key administration officials in the development and implementation of the leadership agenda and of specific policy and budget initiatives in assigned subject matters

- o Act as a resource for and liaison with assigned departments in the executive branch of government and members of the General Assembly on behalf of the Office of the Governor

- o Draft correspondence on behalf of the policy staff to citizens and interested groups

- o Provide direct staff support to the Governor, Lt. Governor and First Lady including providing briefing materials for specific meetings and functions

- o Promote the leadership agenda of the administration through participation in both internal and external communications activities as directed

- o Monitor the above areas in the United States Congress and the National Governor's Association

- o Other administrative and policy development tasks as assigned

Preferred Qualifications: bachelors degree is acceptable, but prefer a bachelors or advanced degree in public administration, experience with legislative bodies and/or with state government departments; Knowledgeable in subject matters related to Education or Workforce Development and Economic Development.

Starting Salary Range: based on experience
Full time position with state benefits
At-will position; serves at the pleasure of the Governor
Job location: Des Moines

Email, Fax or mail of a cover letter and resume by Monday, September 8, 2009 to:
     Iowa Governor's Office
     Attention: Joni Klaassen
     State Capitol
     1007 East Grand Avenue
     Des Moines, IA 50319
     Phone: 515.281.0141
     Fax: 515.281.0217
     Email: joni.klaassen@iowa.gov

The State of Iowa is an AA/EEO Employer